



# Coconino County Career Center

"Your Connection to the Workforce"

Serving employers, WIA Youth, Adult & Dislocated Workers with funding from the DOL

March 2014

## Workforce Board

Workforce Planning  
Sector Strategies  
Networking

## Employer Services

AZ Job Training  
Job Fairs  
Rapid Response

## Re-Employment Services

Workforce  
Investment Act  
Fast Track Training  
Job Club  
Job Search Workshops

## Job Seeker Services

On-the-Job Training  
Internships  
Summer Youth  
Employment  
Career Assessment  
Job Search Tools

## Education

Short-Term Training  
Tuition & Book Costs  
Internships Connected  
to Academic Goals

## Youth Council

Flagstaff Teen  
Employment Corps  
Annual Teen Job Fairs

## JOB FAIR TIPS FOR TEENS

### Flagstaff Annual Teen Job Fair

April 10, 3:00—5:00 pm

Coconino Community College Lone Tree Campus

THIS IS IT! Your chance to meet with 35 different hiring and volunteer employers, educational resource programs, and job and internship organizations.

But, going to a Job Fair is very different from other types of fairs. It is the first impression you will be giving to the employer so we have some valuable advice.

1. Dress to impress – clean, neat work appropriate clothes and hygiene.
2. Arrive with a positive attitude and early giving you plenty of time to explore all of the tables available.
3. Come prepared with a notebook, pen, and copies of your resume to give to employers.
4. Collect business cards of employers for follow-up contact.
5. Relax and smile! This is a chance to show how friendly and personable you can be before the serious, formal interview.
6. Be polite and patient. If the employer is talking to someone else, wait your turn.
7. Answer questions in full sentences not in one-word responses.
8. Bring references, a letter from a teacher, someone you babysit for, a neighbor and your work history information so you can complete a resume immediately, if needed.
9. Be prepared to say something positive about yourself, and why you want to work the company, and remember to thank the interviewer!

These tips will help you **LAND THAT JOB** in your new career, but be sure to keep the balance you need to stay healthy and successful!

## CREATING YOUR BALANCE

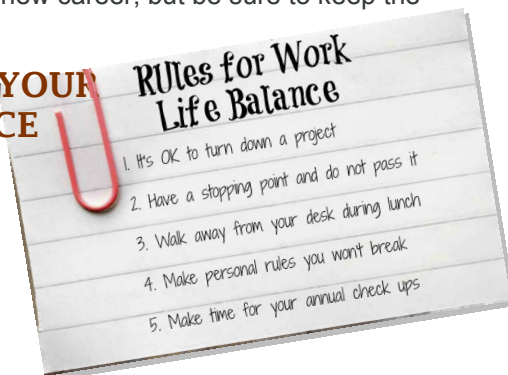
### Are you up for the challenge?

In today's busy world, balancing our personal life and our

commitments at work can be a huge challenge. Stress, unhappiness and even reduced productivity all begin to appear as the balance tips in either direction.

Take some time today to develop your rules to balance work and life. Some ideas to include on your list might be setting priorities, tracking your time spent on projects, scheduling one thing you look forward to doing each day, setting boundaries, learning to say no, asking for support, or finding a mentor to help you discover that balance.

When you decide what rule to include on your list, write them down and keep them in front of you daily. Challenge yourself to focus on your list every day, and keep reading it until it becomes a true commitment to yourself.



## APARTMENT MAINTENANCE RECRUITMENT FAIR

Wednesday, March 12  
1:00 pm—4:00 pm

GOODWILL  
4308 E. RT. 66 BY JOHNNY  
AT THE FLAGSTAFF MALL

Learn about exciting Career Opportunities  
Training and Support available through Coconino Community College  
As well as how you can become certified as an Apartment Maintenance Technician -  
providing YOU with the tools to succeed in the exciting, rewarding and in-demand  
field of Apartment Maintenance.

Goodwill  
Northern Arizona

COCONINO  
COUNTY ARIZONA  
CAREER CENTER

Coconino  
Community  
College

NAA  
NATIONAL APARTMENT  
ASSOCIATION  
EDUCATION  
INSTITUTE

Coconino County Career Center • 2625 North King Street, Flagstaff, AZ 86004

coconino.az.gov/CoconinoCareer • 928-679-7400 • 1-877-358-6714 • TDD 928-679-7131

 Call to reserve a spot  
and to confirm location

# March 2014



**Young Adult and  
Youth Events are in  
RED**

Coconino Career Center  
2625 N King Street  
928-679-7400

Main Flagstaff Library  
300 W Aspen Ave  
928-213-2330

Catholic Charities  
460 N Switzer Canyon  
928-774-9125

DES One Stop  
397 S Malpais Lane  
928-779-4557

East Flagstaff Library  
3000 N Fourth St  
928-213-2348

Goodwill Job Connection  
4308 E Route 66  
928-526-9188

All events are  
offered at no charge

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>3</b> <u>Work Search Group:</u> <u>Job Club</u> 1030-1130am Career Center	<b>4</b> <u>Computer Basics</u> 10-noon Goodwill	<b>5</b> <u>Job Skills</u>  9-1pm Goodwill <u>Computer Tutoring</u>  10-noon Main Flag Library <u>Financial Workshop</u>  530-830pm Goodwill	<b>6</b> <u>Job Seeker Resources:</u> <u>Information Session</u> 1030-1130am Career Center <u>Job Search Techniques</u> 2-3pm DES One Stop <u>Computer Tutoring</u>  2-4pm Main Flag Library	<b>7</b> <u>Computer Tutoring</u>  4-6pm Main Flag Library
<b>10</b> <u>Computer Tutoring</u>  930-11am East Flag Library <u>Work Search Group:</u> <u>Job Club</u> 1030-1130am Career Center <u>Computer Tutoring</u>  6-8pm Main Flag Library	<b>11</b> <u>Computer Basics</u> 10-noon Goodwill <u>Computer Tutoring</u>  2-4pm Main Flag Library <u>Intro to Word</u>  6-8pm Main Flag Library	<b>12</b> <u>Job Skills</u>  9-1pm Goodwill <u>Computer Tutoring</u>  10-noon Main Flag Library <u>Apartment Maint. Job Fair</u> 1-4pm Goodwill <u>Financial Workshop</u>  130-430pm Goodwill 530-830pm Catholic Charities	<b>13</b> <u>Job Club</u>  9-10am Goodwill <u>Job Seeker Resources:</u> <u>Information Session</u> 1030-1130am Career Center <u>Interview w/Confidence</u> 2-3pm DES One Stop	<b>14</b> 
<b>17</b> <u>Work Search Group:</u> <u>Job Club</u> 1030-1130am Career Center <u>Computer Tutoring</u>  6-8pm Main Flag Library	<b>18</b> <u>Computer Basics</u> 10-noon Goodwill	<b>19</b> <u>Job Skills</u>  9-1pm Goodwill <u>Computer Tutoring</u>  10-noon Main Flag Library <u>Career Center Young Adult Employment Event</u> 130-3pm East Flag Library	<b>20</b> <u>Job Seeker Resources:</u> <u>Information Session</u> 1030-1130am Career Center <u>Writing Effective Resumes</u> 130-3pm DES One Stop <u>Computer Tutoring</u>  2-4pm Main Flag Library <u>Youth Employment Tips</u> 330-5pm Career Center	<b>21</b> <u>Computer Tutoring</u>  4-6pm Main Flag Library
<b>24</b> <u>Work Search Group:</u> <u>Job Club</u> 1030-1130am Career Center <u>Computer Tutoring</u>  6-8pm Main Flag Library	<b>25</b> <u>Computer Basics</u> 10-noon Goodwill <u>Computer Tutoring</u>  2-4pm Main Flag Library <u>Intro to Computers</u>  6-8pm Main Flag Library	<b>26</b> <u>Job Skills</u>  9-1pm Goodwill <u>Financial Workshop</u>  130-430pm Goodwill <u>Computer Tutoring</u>  6-9pm East Flag Library <u>Intro to the Internet</u> 7-8pm Main Flag Library	<b>27</b> <u>Job Club</u>  9-10am Goodwill <u>Job Seeker Resources:</u> <u>Information Session</u> 1030-1130am Career Center <u>Interview w/Confidence</u> 2-3pm DES One Stop <u>Computer Tutoring</u>  2-4pm Main Flagstaff Library	<b>28</b> 
<b>31</b> <u>Work Search Group:</u> <u>Job Club</u> 1030-1130am Career Center	<p align="center"> <b>‘Finished last’ will always be better than ‘Did not finish’, which always trumps ‘Did not start.’</b> </p>			

Equal Employment Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities.